

## 4. HOUSE RULES

### PEST CONTROL

The House Rules Section contains 9 sub-sections each of which covers a particular subject of food safety management.

Every House Rule sub-section begins with guidance and then provides advice on how to write your own House Rules.

A template is then provided for use when writing the House Rules.

Your House Rules should reflect your current safe working practices on the 9 food safety subject areas covered in this manual.

#### WHAT YOU NEED TO DO

- Read the guidance provided at the beginning of this sub-section
- Draw up your own House Rules describing how you intend to manage pest control in your business
- Once you have completed all your House Rules, remember to update your Action Plan

Think about the pest control practices that you already have in place. It is possible that you will simply have to write these down to produce your Pest Control House Rules.

**THE PEST CONTROL HOUSE RULES ARE AN ESSENTIAL COMPONENT OF YOUR HACCP BASED SYSTEM AND MUST BE KEPT UP TO DATE AT ALL TIMES**



**RELEVANT HACCP CHARTS:** Storage, Preparation, Cooling

## PEST CONTROL HOUSE RULES

### Why is Pest Control important?

Pest control is important because pests can carry harmful bacteria that can contaminate foods and cause illness. These harmful bacteria can be passed to the food by contact with their hair, faeces and urine. Pests can also cause serious damage to the structure and fabric of food premises.

### What are Pests?

Generally speaking, pests are animals, birds or insects that contaminate food either directly or indirectly.

#### They include :

- Rodents, for example, rats and mice
- Insects, for example, flies, cockroaches, beetles, ants, wasps, bees and various insects that can be found in stored products
- Birds, for example, pigeons, crows, seagulls, starlings and sparrows

### What needs to be considered?

#### Pest Proofing of the Premises

The building must be in good condition and repair in order to restrict pest access and prevent potential breeding sites. This can be done by :

- Using wire mesh screens to pest proof air vents
- Sealing holes, and other places where pests can gain access
- Keeping the floors, walls, roof, doors and window openings in a good state of repair with no gaps or spaces
- Fitting drain covers to prevent pests gaining access

#### Insect Screens

- Windows opening directly into food preparation areas must be fitted with screens capable of resisting common flying insects (ideally apertures should be of 2mm<sup>2</sup> or less)
- Screens must be removable to allow for cleaning
- Kitchen doors which open to the outside air and which are opened for lengthy periods must also be suitably screened using a close-fitting insect-proof screen door

### Electronic Fly-Killing Devices

- Flying insects can be destroyed using an electronic fly-killing device. Manufacturers will give advice on the location, cleaning and maintenance of this type of equipment. The maintenance records of this equipment will become part of your HACCP based system documentation.

### Good Housekeeping

- Inspect stock on delivery to make sure that there are no visible signs of damage by pests
- Premises and refuse stores must be managed in such a way as to enable them to be kept clean, and protected against access by pests (refer to **Waste Control** and **Maintenance House Rules** in this manual)
- Foods which are awaiting preparation or are being defrosted or are cooling should remain covered
- Food waste should be placed in containers with suitably fitted lids and removed frequently from food handling areas where it is produced (refer to **Waste Control House Rules** in this manual)
- Food should be stored off the floor and away from walls
- Food should, where possible, be stored in rodent-proof containers
- Vegetation around the outside of the premises should be kept to a minimum

### Pest Control Contractor

- Some businesses may decide to employ a pest control company to monitor the premises on a regular basis
- A pest control contract should include checking for the presence of all pests, monitor the pest proofing of the premises and the eradication of any infestations found
- A reputable pest control company should provide advice on housekeeping and storage arrangements to prevent access by pests
- The contractor should be able to provide a 24 hour emergency cover and should provide a written report after each visit. It is recommended that any pest contractor report is kept as part of your HACCP based system documentation

### Checking and Inspection

- All areas of the food premises should be checked regularly for signs of pests such as rodent droppings, smear marks, insect egg cases and dead insects
- Staff should be made aware of the signs of pests and what action they must take should they discover pests or signs of pests
- Management must take immediate and appropriate action to control any infestation of pests identified on their premises
- Foods should be checked for the presence of pests, for example, insects within cereals/grains

## WHAT YOU NEED TO DO NOW

To effectively manage the Pest Control part of your HACCP based system and using the information in this sub-section for guidance, go to the next page and write a list of House Rules covering Pest Control for your business.

Here is an example of how you could write your House Rules :

Pest Control House Rules	
Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency	
Pest Proofing of the Premises	<i>Weekly walk round of premises and check visually :</i> - <i>Wire mesh screens</i> - <i>Air vents</i> - <i>External doors and windows</i> - <i>Drain covers</i>

## Monitoring

Once you have completed your House Rules for Pest Control, you must then monitor their use. Keep a record of the monitoring you carry out. This can be done by using the **Weekly Record** (refer to the **Records** Section in this manual).

## Corrective Action

If you find that your Pest Control House Rules are not being followed you must make a record of the problem identified and the action you have taken to correct it (this is known as a corrective action). This information can also be entered in the **Weekly Record**.

The training given in Pest Control should be recorded on the training record. An example of a training record can be found in the **Training House Rules** sub-section of this manual.

It is required that all records of pest control monitoring, including equipment maintenance, pest control contractor reports and corrective actions taken, be kept for an appropriate period of time, to demonstrate that your HACCP based system is working effectively.

## Action Plan

Once you have completed all your House Rules, remember to update your Action Plan.

**The Pest Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times. Your House Rules need to be written to accurately reflect how you run your business and be readily understood by all of your food handling staff.**

## PEST CONTROL HOUSE RULES

Enter a statement of your **Pest Control House Rules** in the table below :

<b>Pest Control House Rules</b> Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency	
Pest Proofing of the premises	
Insect Screens	
Electronic Fly-Killing Devices	
Good Housekeeping	
Pest Control Contractor	
Checking and Inspection	
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none"> <li>• Weekly Record</li> </ul>

Signed ..... Position in the business ..... Date .....

**The Pest Control House Rules are an essential component of your HACCP based system and must be kept up to date at all times.**